

NASPNCLA INSTRUCTION 5213.1U

Subj: FORMS MANAGEMENT AND PROCUREMENT OF FORMS, PRINTING, AND DUPLICATING SERVICES

Ref: (a) SECNAVINST 5603.2D
(b) SECNAVINST 5213.10D
(c) Navy Stock List of Forms and Publications, Cognizance Symbol 1, NAVSUP P2002
(d) CNETNOTE 5213 (current edition), Command General Use Forms (Cognizance)

Encl: (1) Official Ceremonies
(2) Guidelines for Ceremonial Programs

1. Purpose. To establish production and use policy regarding official printed matter for official ceremonies as set forth in reference (a). To establish procedures for the implementation of the Department of Navy Forms Management Program per reference (b), and to set forth local procedures for the procurement of forms, printing, and duplicating services.

2. Cancellation. NASPNCLAINST 5213.1T

3. Information

a. Objectives

(1) To ensure appropriate forms and procedures are developed to facilitate the military and business operations of NAS Pensacola and serviced commands.

(2) To eliminate ineffective, unnecessary, and duplicate forms through control, standardization, and consolidation.

(3) To provide information concerning procurement sources and procedures for ordering established forms.

b. Definitions

(1) Form. Any document, including letters, post cards, and memorandums, printed or otherwise reproduced with space or filling in information, descriptive material, or addresses; or, any format designed to structure the arrangement of such information.

(2) Standardized Form. One which is numbered, dated, titled, and designed per reference (b) and established Navy forms management criteria. Standardized forms may or may not be stocked in the Navy supply system and may not be altered for local use or substituted without concurrence of the originator.

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(3) Format. An arrangement of simple data in a prescribed sequence where the number or frequency of responses is limited. Formats shall not be used in place of standardized forms or in the belief that a format will

expedite a project. The decision to use a format instead of a form will be made by the NAS Pensacola Forms Manager and the originator.

(4) Bootleg Form. An uncontrolled form issued without an identifying prefix or number; not designed to be compatible with any particular method of fill-in and for which no provision for extra copies has been made. Bootleg forms are unauthorized.

(5) Originator. The command that originates a form. Origination is indicated by a prefix as a part of the form number, or the prefix may reflect the sponsoring command instead of the originator.

c. Procurement of Forms

(1) Locally originated NAS Pensacola forms

(a) New Forms. Submit a completed Request for New or Revised Form, OPNAV 5213/19, and a rough draft of the proposed form to the Administration Department (Code ADAP). Ensure definitive information is provided in Item 11, Purpose of Form, and that the requiring directive (if any) is shown in Item 5.

(b) Revised Forms. Submit a copy of the form, together with a completed OPNAV 5213/19, to the Forms Manager, Administration Department (Code ADAP), with proposed revisions clearly indicated. If changes are extensive, a rough draft with changes incorporated is desired.

(c) Established Forms. Once a form is approved and standardized, use by all serviced activities is authorized. Users may obtain NAS Pensacola forms by submitting a Requisition for Local Duplicating Service, DD-844 (original and four copies); or a DD-282, DOD Printing Requisition/Order, for special forms; e.g., carbonless paper forms (NCR) to the Administration Department (Code ADAP), Building 624, Room 242. Quantities ordered shall be limited to a 3-month supply.

(d) Obsolete Forms. When a form becomes obsolete, inform the Administration Department (Code ADAP) by memo.

(e) Higher Echelon Forms

1. Higher echelon forms (e.g., DOD, OPNAV, NAVPERS) are listed on microfiche, NAVSUP P2002 (no hard copies available) (references (c) and (d)). These forms are developed for use throughout the services, and users may procure them through SERVMART or through normal supply channels by submitting a completed DOD Single Line Item Requisition System Document, DD-1348, citing requestor's appropriate department funds.

2. Higher echelon forms shall be used to the fullest extent possible in lieu of locally originated forms. Every effort shall be made to avoid the partial or complete duplication of higher echelon forms.

(2) Subparagraphs 3c(1)(c) and 3c(1)(e)2 above provide approved, authorized sources and procedures for obtaining blank forms. **No standardized blank form shall be routinely reproduced on office copiers or other reprographic equipment.**

d. Procurement of Printed Matters for Official Ceremonies

(1) Addressees authorized to request printing services from the NAS Pensacola Administration Department will use the guidelines set forth in enclosures (1) and (2).

(2) NAS Pensacola Department Heads/Special Assistants, COMTRAWING SIX, Training Squadrons, FOUR, TEN, and EIGHT-SIX, and MATSG will submit printing requests to the NAS Pensacola Administration Department.

(3) Ceremonial printing shall be produced or procured in all cases by DPPSDO per reference (a).

(4) The printing specifications contained in enclosure (2) are considered to provide suitable, adequate, and sufficient material for the intended ceremony.

e. Duplicating Services other than Forms. Reproduction of material on office-type duplicating equipment shall be limited to administrative type duplicating. Included in this category are such items as single sheet instructions, notices, Plan-of-the Week, additional copies of filled-in contracts, invoices, and similar nonrepetitive material. Requests for duplicating will be submitted using DD-844. Original and four copies of the DD-844 are required, together with black and white originals of material to be copied. Requests for printing, jobs that require folding, halftone photos, more than one color of ink, or other special requirements should be submitted using DD-282. These requests are to be submitted to the Administration Department (Code ADAP), Building 624, Room 242.

f. Delivery Requirements. Duplicating requests, DD-844's, must be submitted to the Admin Department (Code ADAP) 1 week prior to requirement date. Printing requests, DD-282's, must be submitted 1 month prior to requirement date. Urgent requirements can be negotiated in advance with NAS Pensacola Administration Department (Code ADAP).

4. Responsibilities

a. Activities serviced by the Administration Department regarding printed matter for official ceremonies will adhere to reference (a) and enclosures (1) and (2).

b. Naval Air Station Pensacola is assigned responsibility for the administration of the Forms Management Program for this command and Training Air Wing SIX. The Administration Department is tasked with providing a Forms Management Program for serviced activities and shall:

(1) Collect samples of all forms.

(2) Set up and maintain numerical classification files of all forms.

(3) Review and analyze all new requirements for forms and related procedures. Ensure no form is established for which a higher level form is available.

(4) Assist in the development of necessary forms.

(5) Perform an annual review of all forms for continuing need, duplication, revision, improvement, or elimination. If duplicating services have not been requested on a form in a 2-year period, the form will automatically be canceled.

(6) Schedule projects for improving existing forms and related procedures, and for developing new forms and related procedures.

(7) Fully document completed projects.

c. Department Heads will designate a Department Forms Manager, plus an alternate, to whom the Forms Manager may refer initially on forms management matters. This representative must have a broad, first-hand knowledge of department operations and established working relations with officials within the department. Consideration should be given to designating the Department Reports Contact Representative, as best results can be achieved if both the Forms Manager and Reports Coordinator are the same individual. This designation will be made in writing to the individual concerned, with a copy to the Administrative Officer, NAS Pensacola (Code ADAP), along with a Signature Card, DD-577, for each individual authorized to sign printing/duplicating requests. New designations should be made as changes occur.

5. Forms. Forms mentioned in this instruction may be obtained through normal supply channels.

J. M. DENKLER

Distribution:

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(NASPNCLAINST 5216.1S)

Copy to:

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|------------------|-------------|-------|
| COMTRAWING SIX | TRARON FOUR | MATSG |
| TRARON EIGHT-SIX | TRARON TEN | |

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OFFICIAL CEREMONIES

1. Ceremonies. Ceremonies qualifying for the use of printed material at public expense are those approved as official and necessary for conducting public business. Standard ceremonies considered to be official are commissioning and decommissioning of activities or air squadrons; cornerstone ceremonies and building dedications; memorial services; changes of command; military reviews; and military school graduations. Other ceremonies not specifically addressed in this instruction may qualify as official and shall be determined by the Director of Defense Printing and Publication Service Southeast Detachment Officer (DPPSDO), Building 461, NAS Pensacola.

2. Retirement Ceremonies

a. A military retirement not coincident with a change of command may be judged official by the senior military officer within the immediate activity concerned in those instances where the activity authorizes and funds an official retirement ceremony. When so determined in writing by the senior

military officer to the local DPS component, accountable public funds may be used for printed materials.

b. Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the Government and does not include an advertisement for or endorsement of any enterprise.

3. Luncheons, Dinners, and Receptions. Luncheons, dinners, and receptions that are not functions where heads of activities are required to entertain officially in the interests of the Department of the Navy are considered to be social functions, even when held in conjunction with official ceremonies. Accountable public funds are not authorized for printed materials related to such functions. Except as noted in subparagraph 2b above, the inclusion of information regarding an unofficial social function in an invitation to or announcement of an official ceremony renders the latter ineligible for official mailing.

Enclosure (1)
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GUIDELINE FOR CEREMONIAL PRINTING

1. Ceremonial Programs shall be designed in increments of four pages. The maximum should be 16 pages, including the cover; however, requests in excess of 16 pages may be reviewed for approval. The following guidelines are provided per reference (a):

a. Paper Stock

(1) Covers. White or colored, Substance 65 pound "Vellum Finish Cover" (JCP L120), or equivalent.

(2) Text Pages. White, Substance 60 pound "Offset Book" (JCP A60), or equivalent.

b. Illustrations

(1) The Official Activity Seal (Navy), which has been designated as the one that reads "DEPARTMENT OF THE NAVY" across the top with the activity name across the bottom, or the Marine Corps Publications Emblem, required by SECNAVINST 5600.20, is appropriate device to be printed on the front cover of a ceremonial program to indicate its official character. An activity symbol, insignie, or other emblematic device may also be used on the front cover, as long as its size does not exceed that of the Official Activity Seal or the Marine Corps Publications Emblem. An activity emblem may be used freely as a

decorative or distinguishing device on the interior pages and/or back cover of the program.

(2) No illustrations will be used unless certified by the sponsor that they:

(a) Relate directly to the subject matter and are necessary to explain the text.

(b) Are restricted to the minimum size necessary to accomplish their purpose.

(c) Illustrate employees actually engaged in an act or service related to their official duties.

(d) Do not serve to aggrandize any individual.

(e) Are in good taste and do not offend proper sensibilities.

(f) Are appropriate to the ceremonial occasion.

c. Size. The finished size of programs shall be 5 1/2 x 8 1/2 inches.

Enclosure (2)

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d. Color of Ink. Not more than two colors of ink may be used for printing program covers, and not more than one color of ink may be used for printing preceding pages.

2. Invitations

a. Invitations with gold embossed officer's crest and envelopes are available only through the Navy Supply System and Marine Corps Supply System and are not to be reproduced locally.

b. The Commandant of the Marine Corps, per Marine Corps Order 5600.31, provides a policy whereby officers at the 0-6 level may obtain approval on a case-by-case basis to use an invitation with the Marine Corps Emblem.

c. Color of ink for all invitations shall be black.

3. RSVP Cards. Paper shall be white, substance 110-pound "Index" (JCP K10), or equivalent. Finished size 5 1/2 x 3 1/2 inches. Color of ink will be black.

4. Collateral Items. Additional printed materials, such as gate and parking passes, locator maps, seat assignment cards, and inclement weather cards may be required to conduct a ceremonial event. Where printing of additional items is required, it shall be done in the most economical method possible.

5. Restrictions. Embellishments such as stair-step pages and commemorative metal photo tags contribute unnecessary expense to the printing of programs and are prohibited.

Enclosure (2)

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